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UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration
Washington 25, D. C.

M-M22(rM6,M9)
4-6-50

Administrative Memorandum

SUBJECT: Hours of Duty

1. Except as provided by Section 2, the official working hours of REA employees in the Departmental service shall be from 9:00 a.m. to 5:30 p.m., Monday through Friday, with 30 minutes for lunch.
2. When circumstances warrant, the official working hours of certain designated employees may differ from those established by Section 1, but in no event less than 8 hours daily Monday through Friday. The chiefs of the appropriate divisions shall designate such employees and, with the approval of the Chief of the Personnel Division, establish their official working hours.
3. The official working hours of field employees or Departmental employees while performing work in the field shall be 8 hours a day Monday through Friday. The starting and quitting time shall be arranged to comply, as nearly as possible, to the regular working hours established for the employees of borrowers with or at which the REA employee is working.
4. This Memorandum supersedes all other existing instructions in conflict with the provisions of this Memorandum.

Claude R. Wickard
Administrator

Index:
Duty: Hours of
Hours of Duty



